

Public Schools of Brookline Pre-Registration Checklist (PK-Grade 12)

Office of Student Affairs | 617-264-6492 | www.brookline.k12.ma.us/registration

- ☐ Complete the online enrollment application and schedule appointment (www.brookline.k12.ma.us/registration); enrollment is by appointment only
- ☐ Gather required documents (listed below) and bring to the scheduled pre-registration appointment

☐ Parent/Guardian ID: Valid MA driver's licence/ID card, Passport, Military ID, Other Government Issued photo ID		
☐ School Records Release Form (Download, print and complete form)		
Residency (1 complete option) ☐ Most recent mortgage payment OR property tax bill ☐ Copy of settlement statement AND record of most recent payment ☐ Copy of current signed lease AND Landlord Living Agreement (download, print, have landlord complete form) ☐ Copy of HUD or other public housing lease AND Landlord Living Agreement (download, print, have landlord complete form)	Occupancy (2 from list required) <i>Utilities that service your home: utility bill dated within 45 days or "statement of service" letter or work order showing service address and connection date from the following list</i> ☐ Cable/Satellite TV/ Internet bill ☐ Electric Bill ☐ Gas bill ☐ Home telephone bill (cellular is not acceptable) ☐ Home/renter's insurance bill	Student (All applicable) <i>All must be accompanied by authorized translations into English if original is not in English</i> ☐ Original Birth Certificate (Required) ☐ Immunization records and most recent physical exam report (Required) ☐ Previous School Records* (Required, see below for details) ☐ ELL/ESL Records (if applicable) ☐ Custody Records (if applicable) ☐ Active IEP or 504 Plan (if applicable) ☐ Court Orders (if applicable)

* **Grades PK-K:** not required; **Grades 1-8:** most recent report card/progress report; **Grade 9:** 7th and 8th grade transcripts; **Grade 10:** 8th and 9th grade transcripts; **Grade 11:** 9th and 10th grade transcripts; **Grade 12:** 9th, 10th, and 11th grade transcripts

- ☐ Immunizations must be determined compliant by school nurse (following submission at pre-registration, prior to school attendance)
- ☐ Complete English Language Learning Screening (if applicable):
 All schools must determine the language(s) spoken in each student's home to identify their specific language needs.
 If a language other than English is spoken in the home, the District is required to further assess each child. Screenings will be scheduled at pre-registration, once all documents have been submitted
- ☐ Attend meeting at assigned school with student and school counselor



**THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445**

REQUEST FOR STUDENT RECORDS

I, _____, am the parent or guardian of

_____. I hereby authorize the release of all academic records including official transcript, testing results, discipline, health, Special Education, and any other information regarding my child to the Public Schools of Brookline. I further give permission to the Public Schools of Brookline to speak to my child's former teachers, principal, guidance counselor, and other school staff as needed.

Name of Student _____ Date of Birth _____

Signature of Parent or Guardian _____ Date _____

Previous School Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Public Schools of Brookline Office Use Only: Please leave this part blank

☐ Baker School 205 Beverly Rd. Chestnut Hill, MA 02467 Ph: 617.879.4500 Fax: 617.879.4505	☐ Edward Devotion School - Lower 30 Webster St. Brookline, MA 02446 Ph: 617.879.4400 Fax: 617.383.6004	☐ Edward Devotion School - Upper 194 Boylston St. Brookline, MA 02446 Ph: 617.879.4930 Fax: 617.879.4981	☐ Driscoll School 64 Westbourne Ter. Brookline, MA 02446 Ph: 617.879.4250 Fax: 617.739.7502	☐ Heath School 100 Eliot St. Chestnut Hill, MA 02467 Ph: 617.879.4570 Fax: 617.739.7570	☐ Lawrence School 27 Francis St. Brookline, MA 02446 Ph: 617.879.4300 Fax: 617.879.4390
☐ Lincoln School 19 Kennard Rd. Brookline, MA 02445 Ph: 617.879.4600 Fax: 617.739.7505	☐ Pierce School 50 School St. Brookline, MA 02446 Ph: 617.730.2580 Fax: 617.264.6468	☐ Runkle School 50 Druce St. Brookline, MA 02445 Ph: 617.879.4650 Fax: 617.739.7675	☐ Brookline HS 115 Greenough St. Brookline, MA 02445 Ph: 617.713.5000 Fax: 617.713.5013	☐ BEEP 24 Webster Pl Brookline, MA 02445 Ph: 617.713.5471 Fax: 617.264.6494	☐ Office of Student Affairs 24 Webster Pl Brookline, MA 02445 Ph: 617.264.6492 Fax: 617.264.6494



PUBLIC SCHOOLS OF BROOKLINE BROOKLINE, MASSACHUSETTS

REGISTRATION/LANDLORD LIVING AGREEMENT

This form is required to be filled out and notarized by your landlord if you are leasing your home.

I _____, swear under oath, that the following
(Landlord's Name- Please print)

information is true:

_____, child(ren) of
(List all applicable children)

_____ reside at
(Parent's name(s))

(Property Address)

of which I am the owner of said property on record.

I understand that the Public Schools of Brookline reserves the right to investigate residency if they feel that temporary residency was established for the sole purpose of attending the Public Schools of Brookline. I further understand that according to Massachusetts General Law (Chapter 76, Section 5) "Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools."

Signed under the pain and penalties of perjury on this _____ day of _____, 201__:

(Landlord's Signature) (Date) (Print name)

Statement of Notary Public:

Commonwealth of Massachusetts

Norfolk County, ss.

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires